

Creditors Setup

This is where the user creates a new Creditor or search for existing ones

Search button allows a user to search using Basic Search Tab and Custom Search Tab

Creditors > Configuration > Creditors Setup

Creditors Setup	
Search Add Edit Delete Clone Create Reminder Creditor History Functions Print / Export Import / Export	
Basic Search Custom Fields Expand	
Search	to search for a creditor
Add	to create a new creditor.
Edit	to make changes onto an existing creditor.
Delete	to delete an existing creditor provided the creditor has no transactions linked to it.
Clone	to clone an existing creditor
Create Reminder	Allows a user to interact with the creditor via sms or email and only if the contact person has an email address for emailing and cell number for sms.
Creditor History	

Basic Search Tab

This contains basic filtering options to find a creditor

Creditors Setup

Search Add Edit Delete Clone Create Reminder Creditor History Functions Print / Export Import / Export

Basic Search Custom Fields Expand

Creditors Code:

Contact Name:

Division:

Creditor Status:

Order By:

Creditor Name:

Currency:

Region:

Active:

MainDetails

Remove Paging:

No data to display

#	Att	Memo	Web	Supplier Code	Name	Telephone	Fax	Email	Contact Person	Outstanding Balanc	Preferr	Status	Clearing Agent
---	-----	------	-----	---------------	------	-----------	-----	-------	----------------	--------------------	---------	--------	----------------

Creditors Code	
----------------	--

Contact Name	
Division	
Creditor Status	
Order By	
Creditor Name	
Currency	
Region	
Active Tick	

Custom Fields Tab

Search by custom fields which have been setup for creditor filtering

Creditors Setup

Search

Add

Edit

Delete

Clone

Create Reminder

Creditor History

Functions

Print / Export

Import / Export

Basic Search

Custom Fields

Expand

Category:

All

Recurring Order:

Main

Details

Page 0 of 0

Remove Paging:

No data to display

#	Att	Memo	Web	Supplier Code	Name	Telephone	Fax	Email	Contact Person	Outstanding Balanc	Preferr	Status	Clearing Agent
---	-----	------	-----	---------------	------	-----------	-----	-------	----------------	--------------------	---------	--------	----------------

Category	
Recurring Order	

Functions dropdown

Alerts

Creditors Setup

Search Add Edit Delete Clone Create Reminder Creditor History Functions Print / Export Import / Export

Basic Search Custom Fields Expand

Creditors Code: Creditor Name:
 Contact Name: Currency: All
 Division: All Region: All
 Creditor Status: All
 Order By: Code Active: ☒

Main Details

Alerts

- Import Contacts
- View Recurring Transactions
- Mobile Sync Activate All
- Mobile Sync Deactivate All
- Update Creditors

Alerts

Search Add Edit Cancel Print / Export

Add Alert

Attachments Memo Close

Alert No: Date Time Created:
 Source Type: Creditors Action On: All
 Doc Type: Creditor Setup
 Creditor: PAYNEW - New Payable Name: Paige
 Target User: All Active: ☒
 Reference: Testing
 Notes: testing alerts

Save And New Save And Close Save

Clicking Add will allow you to add a new Alert

Source Type	
Doc Type	
Creditor	

Target User	
Reference	
Action On	
Name	
Active	
Note	

Once you have filled in the information, you can press save or save and new to create a new one

Alerts

Search

Add

Edit

Cancel

Print / Export

Close

Source Type:Creditors

Alert No:

Doc Type:Creditor Setup

Creditor:PAYNEW - New Payable

Reference:

User:All

Show:Active

Action On:All

Date From:2022-11-06

Date To:2023-11-06

Page 1 of 1

Remove Paging:

Displaying 1 - 1 of 1

#	Att	Memo	Alert No	Source	Company Name	Company Code	Reference	Target User	Action	Active	Date Created	User Created
1			A17	Cre...		Paige	Testing			Active	2023-11-06...	Paige Granv.

Your Alert will then pop up when you open your Creditor

Edit Creditor

Creditors Details

Attachment Memo Create Reminder Alerts View Attachments Functions Standard

Creditors Code: **PAYNEW** Creditors Name: **New Payable**

Details

Creditors Code: Name: Short Name: Contact Person: Website: Registration No: VAT Number: Creditor Image: Print Statement: Active: Division: Region:

Creditor Setup Alerts

Attachments Memo Edit OK

Reference: **Testing**

Notes: testing alerts

OK 1 of 1

Import Contacts

Creditors Setup

Search Add Edit Delete Clone Create Reminder Creditor History Functions Print / Export Import / Export

Basic Search Custom Fields Expand

Creditors Code: Creditor Name: Currency: All Region: All

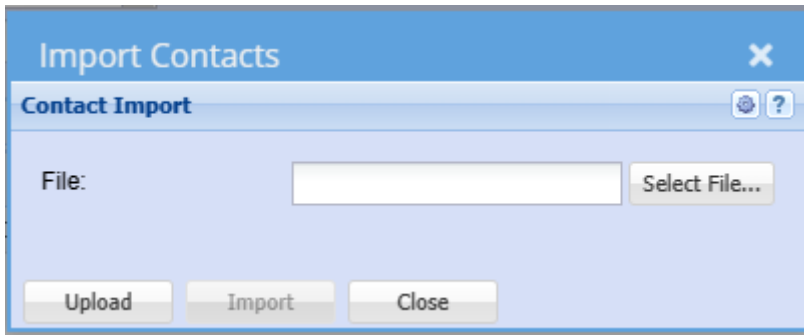
Contact Name: Division: All Creditor Status: All Order By: Code Active: ☒

Functions

- Alerts
- Import Contacts**
- View Recurring Transactions
- Mobile Sync Activate All
- Mobile Sync Deactivate All
- Update Creditors

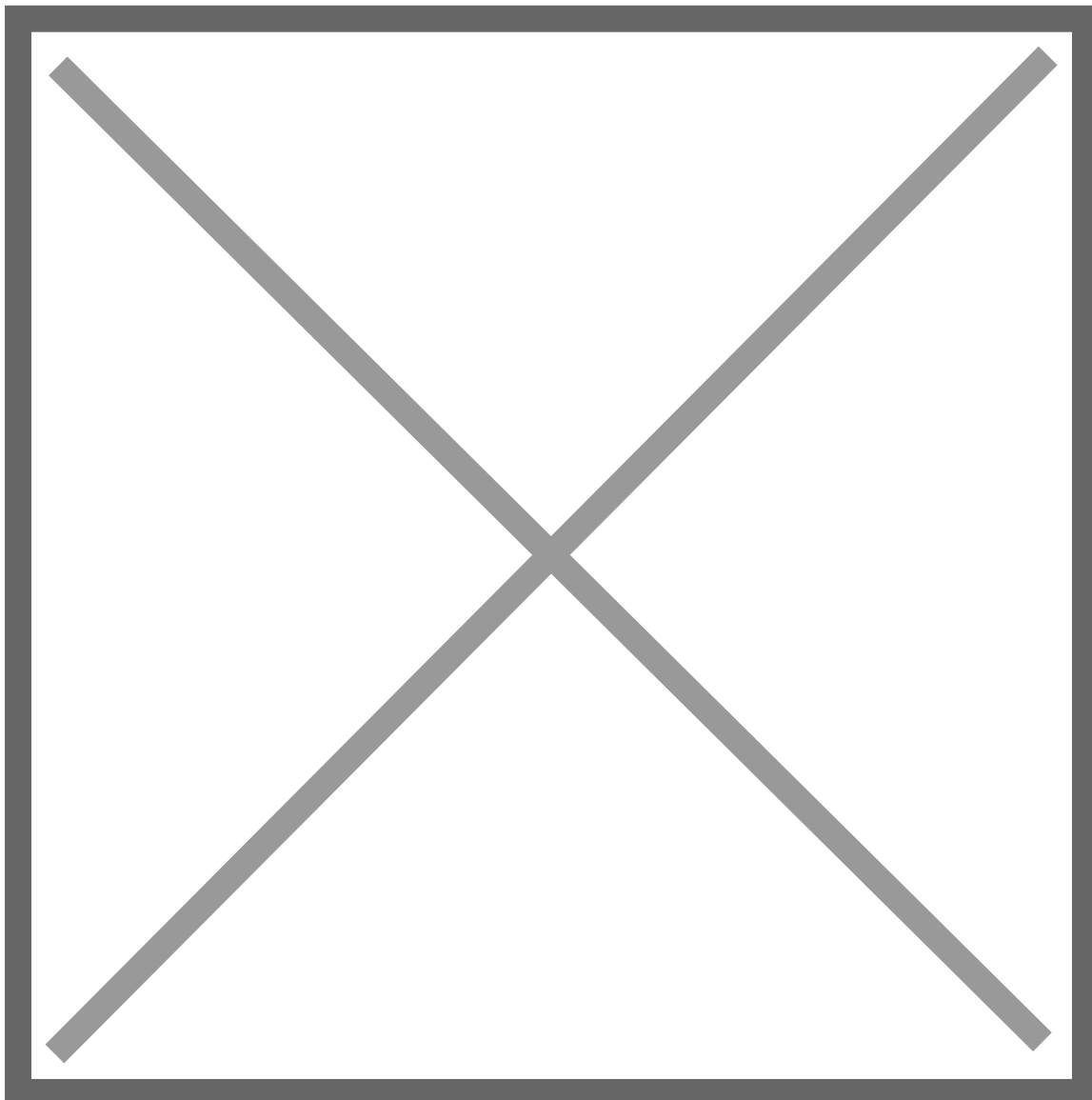
Main Details

The file containing the Creditor Contacts must be in a CSV format.



The column heading can be left in the CSV file the import program makes allowance for them. Please ensure that the spelling is as per the sample below.

Fields as follows;



To avoid the cell phone number from losing the leading zero type an apostrophe and then the cell number e.g. '0798102541 Excel then treats this as letters and not numbers.

View Recurring Transactions

Creditors Setup

Search

Add

Edit

Delete

Clone

Create Reminder

Creditor History

Functions

Print / Export

Import / Export

Basic Search

Custom Fields

Expand

Creditors Code:

Contact Name:

Division:

Creditor Status:

Order By:

Creditor Name:

Currency:

Region:

Active:

Alerts

Import Contacts

View Recurring Transactions

Mobile Sync Activate All

Mobile Sync Deactivate All

Update Creditors

Document Selection

Select:

Goods Received Note

Purchase Order

Continue

Close

Good Received Note	
Purchase Order	

Recurring Transaction

Goods Received Note Recurring Transaction Setup

Summary

Detail

Search

Add Transactions

Delete Transaction

Close

Client:

MSE - MAD SOUND EQUIPMENT

Active:

Page 1 of 1

Remove Paging:

Displaying 1 - 1 of 1

#	Active	Code	Description	Not Posted	Posted	Cancelled	Total
1	☒	Rent	Rent	11	1	0	12

Search	
Add Transactions	
Delete Transactions	
Active Tick	

Recurring Transaction

Goods Received Note Recurring Transaction Setup

Summary

Detail

View Transaction

Change Status

Cancel Options

Transaction Date Options

Update Items

Toggle Process Type

Transaction:

Rent - Rent

Status Selection:

Posted & Not Posted

Page 1 of 1

Remove Paging:

Displaying 1 - 12 of 12

#	Date	Document Type	Approv	Status	Process Type	Doc No.	Amount	Description	Reference	Service M
1	2021-...	Goods Received...	Pos...	Posted	Manual	GRV390895	3,500.00	Test	Test 2021	
2	2021-...	Goods Received...		Not Posted	Manual		0.00			
3	2021-...	Goods Received...		Not Posted	Manual		0.00			
4	2021-...	Goods Received...		Not Posted	Manual		0.00			
5	2021-...	Goods Received...		Not Posted	Manual		0.00			
6	2021-...	Goods Received...		Not Posted	Manual		0.00			
7	2021-...	Goods Received...		Not Posted	Manual		0.00			
8	2022-...	Goods Received...		Not Posted	Manual		0.00			
9	2022-...	Goods Received...		Not Posted	Manual		0.00			
10	2022-...	Goods Received...		Not Posted	Manual		0.00			
11	2022-...	Goods Received...		Not Posted	Manual		0.00			
12	2022-...	Goods Received...		Not Posted	Manual		0.00			

View Transaction	
Change Status	
Update Items	
Toggle Process Type	

Cancel Options

Transaction

Cancel

Cancel All

Reinstate Transaction

Reinstate All Transactions

Cancel	
Cancel All	
Reinstate Transactions	
Reinstate All Transactions	

Transaction Date Options ▾

 Change Transaction Dates

 Update Transaction Dates

Change Transaction Dates	
Update Transaction Dates	

Mobile Sync Activate All

Creditors Setup

Search Add Edit Delete Clone Create Reminder Creditor History Functions Print / Export Import / Export

Basic Search Custom Fields Expand

Creditors Code:

Creditor Name:

Contact Name:

Currency: All

Division: All ▾

Region: All

Creditor Status: All ▾

Order By: Code ▾

Active: ☒

Alerts

Import Contacts

View Recurring Transactions

Mobile Sync Activate All

Mobile Sync Deactivate All

Update Creditors

Main Details

Mobile Sync Deactivate All

Creditors Setup

Search Add Edit Delete Clone Create Reminder Creditor History Functions Print / Export Import / Export

Basic Search Custom Fields Expand

Creditors Code:

Creditor Name:

Contact Name:

Currency: All

Division: All ▾

Region: All

Creditor Status: All ▾

Order By: Code ▾

Active: ☒

Alerts

Import Contacts

View Recurring Transactions

Mobile Sync Activate All

Mobile Sync Deactivate All

Update Creditors

Main Details

Update Creditors

Creditors Setup

Search

Add

Edit

Delete

Clone

Create Reminder

Creditor History

Functions

Print / Export

Import / Export

Basic Search

Custom Fields

Expand

Creditors Code:

Creditor Name:

Contact Name:

Currency:

All

Division:

All

Region:

All

Creditor Status:

All

Order By:

Code

Active:

☒

Alerts

Import Contacts

View Recurring Transactions

Mobile Sync Activate All

Mobile Sync Deactivate All

Update Creditors

Main

Details

Update Creditors

Property To Update:

Override:

Division:

Admin

Override:

☐

Region:

Gauteng

Override:

☐

Status:

Good Rating

Override:

☐

Acc Manager:

Malcolm Granville

Override:

☐

Default Address:

Physical

Override:

☐

Clearing Agent:

☒ On ☐ Off

Override:

☐

Forwarding Agent:

☒ On ☐ Off

Override:

☐

Enforce Credit Limit:

☒ On ☐ Off

Override:

☐

Credit Limit:

0

Override:

☐

Update

Close

Division	
Region	
Status	
Acc Manager	
Default Address	
Clearing Agent	

Forwarding Agent	
Enforce Credit Limit	
Credit Limit	
Override Ticks	

Print / Export dropdown

Print

Creditors Setup

SearchAddEditDeleteCloneCreate ReminderCreditor HistoryFunctionsPrint / ExportImport / Export

Basic SearchCustom FieldsExpand

Creditors Code:Contact Name:Division:AllCreditor Status:AllOrder By:Code

Creditor Name:Currency:AllRegion:AllActive:☒

MainDetails

PrintExportStatutory Export

PrintEmailCopy

Creditors Report

Dev HSOF & Co

Close

Report Date: 2023-11-06 11:21:30

No.	Supplier Code	Name	Telephone	Fax	Email	Contact Person	Currency	OS Bal	Division	Regi
1	1082	Test Supplier	r		r		Rand	19 082.74		
2	71952744286		+27714250125	fax	germitvr93@gmail.com	Gerrit2 Van Rooyen2	South Africa	8 676.62		
3	95 AMXLOG01						Rand	53 631.01		
4	ABSOL1094						South Africa	1 292.60		
5	ACC001					Sigfrid Przemko	South Africa	67 630.50	Installation	Gaut
6	ATL001						Rand	6 340.06		
7	BALSH001						South Africa	0.00		
8	COD RJ						Rand	107.50		

Export

Creditors Setup

Search

Add

Edit

Delete

Clone

Create Reminder

Creditor History

Functions

Print / Export

Import / Export

Basic Search

Custom Fields

Expand

Creditors Code:

Contact Name:

Division:

Creditor Status:

Order By:

Creditor Name:

Currency:

Region:

Active:

Main

Details

Print

Export

Statutory Export

Statutory Export

Creditors Setup

Search

Add

Edit

Delete

Clone

Create Reminder

Creditor History

Functions

Print / Export

Import / Export

Basic Search

Custom Fields

Expand

Creditors Code:

Contact Name:

Division:

Creditor Status:

Order By:

Creditor Name:

Currency:

Region:

Active:

Main

Details

Print

Export

Statutory Export

Main Tab

Creditors Setup

Search

Add

Edit

Delete

Clone

Create Reminder

Creditor History

Functions

Print / Export

Import / Export

Basic Search

Custom Fields

Expand

Creditors Code:

Contact Name:

Division:

Creditor Status:

Order By:

Creditor Name:

Currency:

Region:

Active:

Main

Details

Page 1 of 1

Remove Paging:

Displaying 1 - 2 of 2

#	Att	Memo	Web	Supplier Code	Name	Telephone	Fax	Email	Contact Person	Outstanding Balanc	Preferr	Status	Clearing Agent
1				MSE	MAD SOUND E...			malcolm@weba...	Malcolm Granville	253 045.38	Ra...		Yes
2				MSE_Ship_Sup	MSE_Shipping_...			gerrit@hugesof...	Gerrit Van Rooy...		Ra...		Yes

Details Tab

Allows you to see more details on the creditor you have selected

Creditors Setup

Search

Add

Edit

Delete

Clone

Create Reminder

Creditor History

Functions

Print / Export

Import / Export

Basic Search

Custom Fields

Expand

Creditors Code: MSE

Creditor Name:

Contact Name:

Currency: All

Division: All

Region: All

Creditor Status: All

Order By: Code

Active: ☒

Main

Details

Page 1 of 1

Displaying 1 - 1 of 1

#	VAT No.	Reg. No.	Fax	Email	Website
1	0000VAT458620	0000REG12345...		malcolm@weba...	www.google.com

Page 1 of 1

Displaying 1 - 6 of 6

#	Default Address	Address Name	Address Line 1	Address Line 2	Address Line 3	Address Line 4	Postal Code	Country
1	Yes	Postal	Crocodile Busin...	JHB	Sandton	Iceland	2001	Afghanistan
2		Physical	Unit 4	Crocodile Busin...	Sandton	Iceland	2001	Bhutan
3		Delivery	Unit 4	Crocodile Busin...	Sandton	Iceland	0015	Afghanistan
4		Phy1	Line1	Line2	Line3	Line4	LineCode	
5		Phy2	Line12	Line22	Line23	Line24	Line2Code	
6		Phy3	Line13	Line23	Line33	Line44	Line3Code	

Page 1 of 1

Displaying 1 - 4 of 4

Keyboard quick keys

Quick keys help access functions using the keyboard

Used with Alt + Letter

Creditors Setup

Search

Add

Edit

Delete

Clone

Create Reminder

Creditor History

Functions

Print / Export

Basic Search

Custom Fields

Expand

Creditors Code:

Creditor Name:

Contact Name:

Currency: All

Division: All

Region: All

Creditor Status: All

Order By: Code

Head Office:

Active: ☒

Main

Details

CO Link

Page 0 of 0

Remove Paging: ☐

#	Att	Memo	Status	Web	Supplier Code	Name	Telephone	Fax	Email
---	-----	------	--------	-----	---------------	------	-----------	-----	-------

Search	Alt + s	Search for Debtors
Add	Alt + a	Add a new Debtor

E dit	Alt + e	Edits the Debtor that is highlighted
D elete	Alt + d	Deletes the Debtor that is highlighted
C lone	Alt + c	Clones the highlighted Debtor
Exp <u>a</u> nd / Con <u>t</u> ract	Alt + n	Expands / Contracts the header section of the window
Create R eminder	Alt + r	Creates a reminder to highlighted Debtor
Debtor En <u>q</u> uiry	Alt + q	Opens up the Debtor enquiry screen for highlighted Debtor
Debtor H istory	Alt + i	Opens up the Debtor analysis screen for highlighted Debtor
F unctions	Alt + f	Focus on the button
Tab Basic Search	Alt + 1	Basic Search
Tab Custom Search	Alt + 2	Custom Search
Tab Main	Alt + 3	Main Search Grid
	Alt + 4	Pressing Alt + 4 repeatedly will step through all the tabs e.g. Detail, Statutory etc.

Revision #9

Created 20 July 2023 20:48:25 by Paige

Updated 1 June 2026 20:04:22 by Paige